

Section: 2000 - Faculty and Staff

Title : Attendance and Punctuality

Number: 2400

Status: Active

Adopted: August, 2013

ATTENDANCE AND PUNCTUALITY

Being at work, on time, every day is crucial to the efficient performance of employee duties. To succeed as a team and to set the proper examples for students and co-workers, employees must be present for work as scheduled. **Full-time teachers and staff are expected to be at school at 7:30AM and on campus until 4:00PM.** If any employee must leave campus within these hours, he/she MUST sign out and sign back in upon his/her return. Time off campus will be deducted from the 64 hours of allotted personal/sick days. Hourly employees MUST clock in as soon as they arrive on campus, and clock out each time they leave campus for non-school related reasons.

The Company realizes that sometimes circumstances do arise which make being absent or late for work unavoidable. However, these circumstances must be kept to a minimum and the employee's supervisor should be informed of an unavoidable absence or lateness as soon as possible but no later than two hours prior to the employee's originally scheduled start time.

Poor attendance, unreported absences, or excessive tardiness are disruptive and may lead to disciplinary action, up to and including termination of employment.